

Welcome!

This tutorial will guide Navy ODs through the steps of managing their NKO Profiles, NKO Messages and Library Setup. These are crucial firsts steps as we transition the Navy Optometry Website to NKO.

When you create a user account on NKO your identity is validated via DEERS. Realize, however that maintaining your contact info on NKO is your responsibility, it does not happen automatically.

❖ Logon to NKO. If you have forgotten your user name or password click the appropriate links for assistance or call the NKO help desk.

❖ If you are not registered with NKO refer to the "New User" section on the NKO login page.

<https://wwwa.nko.navy.mil>

❖ Remember, for technical assistance use the NKO help desk!

877-253-7122 option 2

nln.helpdesk@netc.navy.mil

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Welcome To NKO
LCDR Brian Hatch

[Logout](#)
[Manage Profile](#)

Organization & Communities ▼

My Bookmarks

❖ Once on NKO select the “Manage Profile” link

| | | | | | | | | | |
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- ❖ Select your Primary Community
- ❖ Enter your current email address
- ❖ Enter your current phone number

Basic User Information

Data Problems? Please follow this guidance.

Username: brian.c.hatch

First Name: Brian

Middle Name: Clair

Last Name: Hatch

Primary Community: Optometry *

Email: brian.c.hatch@us.army.mil

Phone number: 410-436-1002

2nd Phone number: NA

Zipcode: NA

Account Type: Navy - Active Duty

Paygrade: O4

Officer/Enlisted Code: O

Officer Designator: 2305

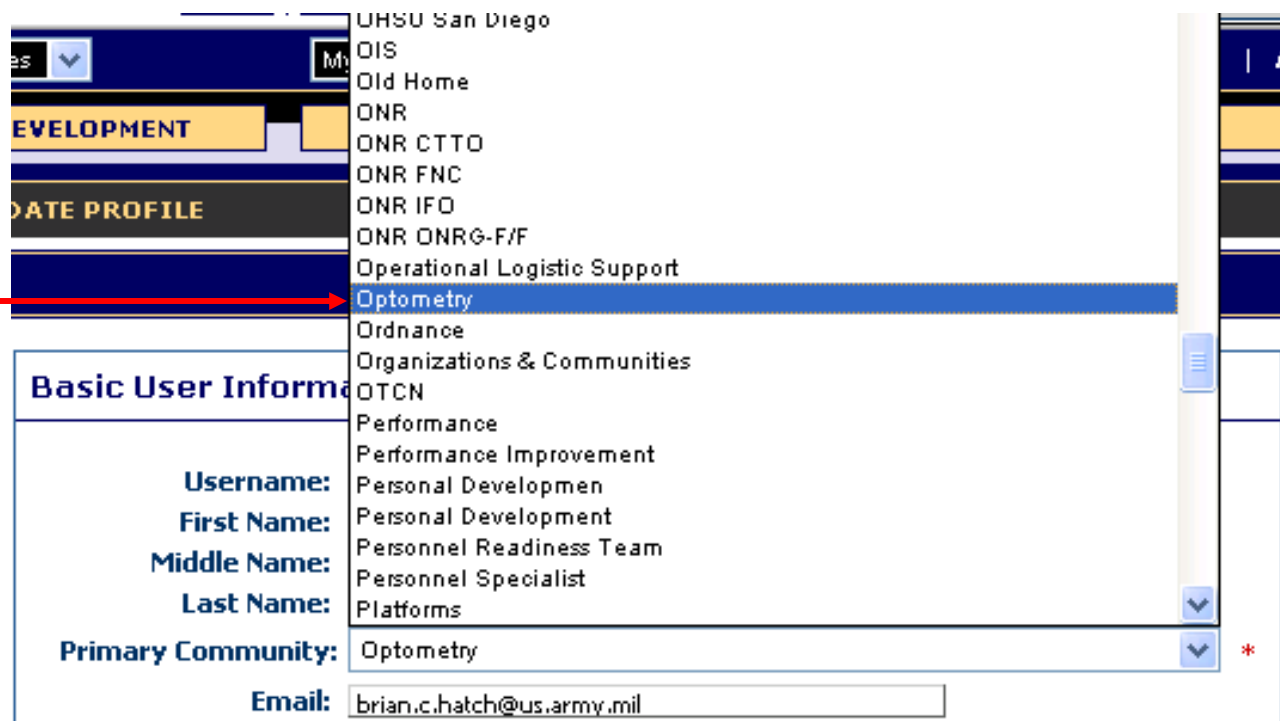
Warfare Qualification:

[Update My Profile](#)

- ❖ Click here when finished

❖ **Note:** The primary community you select and the other communities you join allows you to customize your personal navigation of NKO it does not reclassify who you are in the BUPERS human resources databases. We prefer that you list Optometry as your primary community to facilitate easier navigation to our page. Ultimately it is your choice.

✦ Pick this community 



UHSU San Diego
OIS
Old Home
ONR
ONR CTTO
ONR FNC
ONR IFO
ONR ONRG-F/F
Operational Logistic Support
Optometry
Ordnance
Organizations & Communities
OTCN
Performance
Performance Improvement
Personal Development
Personal Development
Personnel Readiness Team
Personnel Specialist
Platforms
Primary Community: Optometry
Email: brian.c.hatch@us.army.mil

Unalterable profile data displayed is extracted from official Navy databases. Corrections or updates to the data must be submitted by the member, or their local Personnel Support Detachment (PSD), to the applicable Navy database manager. Use this link for guidance on who to contact for corrections or updates to data displayed on the various NKO screens.

<https://ntmpsweb.ntmps.navy.mil/DataProblems.aspx>

***** Please include your rate/rank, full name, and telephone number when sending email to the NTMPS Support Office. *****

Square your NKO Message handling away now!

When content is added to the NKO Optometry Pages via the Optometry Knowledge Center (NKO Library) you can be sent updates. If you do not check you NKO Message Center regularly you will not be in the loop...UNLESS you change your notification settings to send it directly to the email address specified in your profile...now that's a little more practical right?

N@VY
KNOWLEDGE ONLINE

Welcome To NKO
LCDR Brian Hatch

[Logout](#) | [Manage Profile](#)

MANAGE PROFILE > **MY MESSAGES**

My Messages

| Posted On | Global Alerts |
|-----------------|---|
| 1/16/06 8:28 PM | New gear null on page null is now available in community Optometry. |
| 1/16/06 8:28 PM | New gear null on page null is now available in community Optometry. |
| 1/16/06 8:28 PM | New gear Page-Counter on page null is now available in community C |
| 1/16/06 8:28 PM | New gear Page-Counter on page null is now available in community C |
| 1/16/06 8:20 PM | The For Discussions Relevant to Navy Optometry forum was opened f |

| Posted On | User Targeted Messages |
|-----------------|---|
| 3/2/06 9:16 AM | Library document link from brian.c.hatch link ... view full message |
| 3/2/06 9:16 AM | Library document link from brian.c.hatch link ... view full message |
| 1/11/06 4:58 PM | Library document link from brian.c.hatch link ... view full message |
| 1/11/06 4:58 PM | Library document link from brian.c.hatch link ... view full message |

[Manage All Alerts](#) [Change Notification Settings](#)

My Messages

Configure your global alert settings

a gear is added to a page you are a leader of
a gear is removed from a page you are a leader of
another user sends you a link to a library document
another user sends you a link to a portal page
community administrator replies to your feedback

Update

<< Go Back

| | |
|---|---|
| <input checked="" type="checkbox"/> Web | <input checked="" type="checkbox"/> Email |
| <input checked="" type="checkbox"/> Web | <input checked="" type="checkbox"/> Email |
| <input checked="" type="checkbox"/> Web | <input checked="" type="checkbox"/> Email |
| <input checked="" type="checkbox"/> Web | <input checked="" type="checkbox"/> Email |
| <input checked="" type="checkbox"/> Web | <input checked="" type="checkbox"/> Email |

✦ Checking Email will ensure that your notifications are sent to the address you specified in your NKO Profile

✦ Checking Web will post the notification in your NKO message center. If you are not accustomed to using your NKO message center then it is recommended that you deselect these boxes and use the Email option.

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Click here on NKO

My Messages **NKO Library** NKO IM Admin Tools

Welcome To NKO
LCDR Brian Hatch

Logout | Manage Profile

First Name Last Name Search White Pages Advanced

Enter Keyword Here Search Site Advanced

- ✦ Scroll down to Search & Subscribe, select Medical from the dropdown and click view

Search & Subscribe: ?

View Knowledge Centers by Navy Knowledge Online Community

Medical

VIEW

- ✦ Then click on the words 'Medical Service Corps' in the 'Unsubscribed Communities and Knowledge Centers' section if it does not appear in your 'Subscribed Communities and Knowledge Centers'

Unsubscribed Communities and Knowledge Centers:

| | | | |
|--------------------------|--|--|---|
| <input type="checkbox"/> | | Briefs and Presentations | Presentations and Roadshow Briefs |
| <input type="checkbox"/> | | GME | Graduate Medical Education |
| <input type="checkbox"/> | | HPSP | Info and Resources for Graduate Medical Education |
| <input type="checkbox"/> | | Navy Medical Reference Library | medical reference library |
| <input type="checkbox"/> | | Dental Corps | Dental Corps |
| <input type="checkbox"/> | | Medical Corps | Medical Corps |
| <input type="checkbox"/> | | Medical Service Corps | Medical Service Corps |
| <input type="checkbox"/> | | Nurse Corps | Nurse Corps |

- ❖ Repeat the process, this time click on the word 'Optometry' in the 'Unsubscribed Communities and Knowledge Centers' section.

Unsubscribed Communities and Knowledge Centers:



OD Library Files



- ❖ Select the check box next to the 'Optometry Files' filing cabinet.

Unsubscribed Communities and Knowledge Centers:



[Optometry Files](#)

Documents Relevant to Navy Optometry



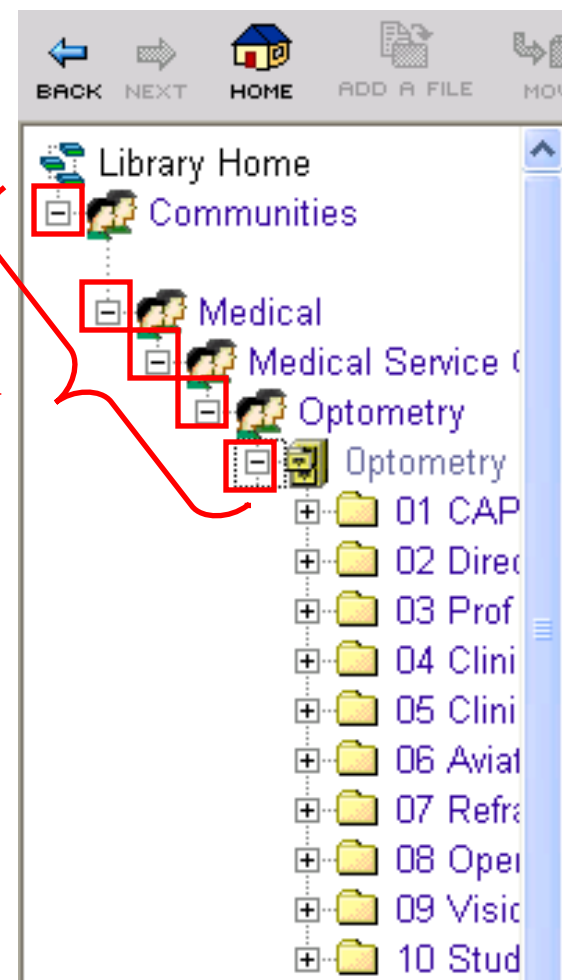
[Admin Files - Graphics](#)

For admin content and gear graphics

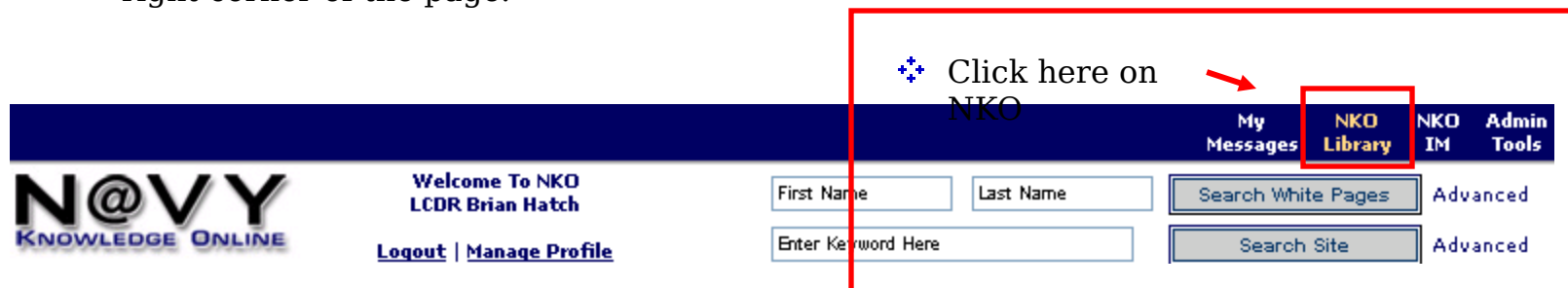
- ❖ Finally, click the subscribe button on the library tool bar and follow instructions

Note: Those identified as page administrators should repeat this final step to subscribe to the 'Admin File - Graphics' knowledge center also located in the Optometry Community Library.

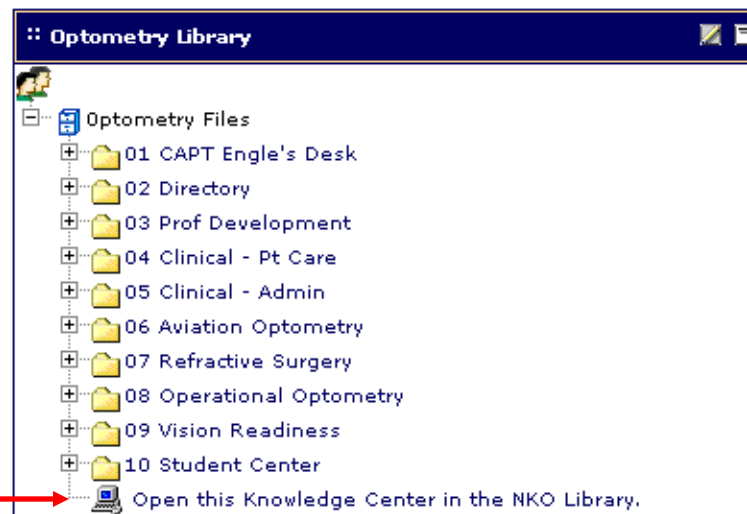
- ✦ Use the expander boxes in the left navigation screen to expand 'Medical' then expand 'Medical Service Corps', then 'Optometry' and finally 'Optometry Files'
- ✦ Once properly subscribed you should be able to expand your view as shown and view folder content. All files relevant to Navy Optometry will be archived herein.
- ✦ The various page administrators will upload relevant files to these folders and create access links from the appropriate pages



- ✦ You can go directly to the library to view all the files regardless of where you are in NKO by clicking the NKO Library link in the upper right corner of the page.



- ✦ A direct link to the optometry library is also found on CAPT Engle's Desk page.

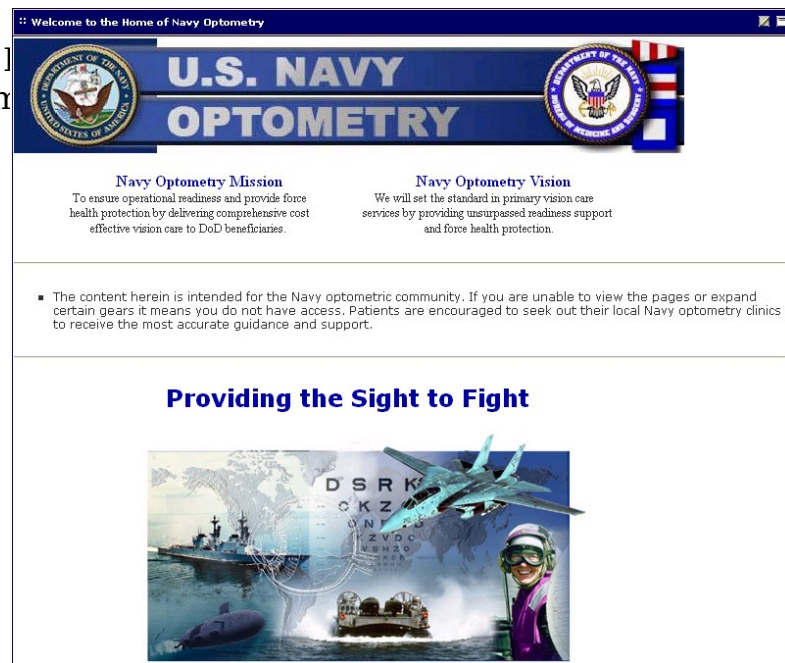


- ✦ NKO Navigation is not extremely intuitive at first. Luckily, this can be easily remedied by employing bookmarks and favorites.

ps://wwwa.nko.navy.mil/portal/community?paf_communityId=co398500

1. Right click on the link above, select 'Add to Favorites' and name it 'NKO Optometry'
2. To visit the NKO Optometry Pages; simply open your web browser, go to favorites and then select your newly created favorite
3. This will take you to the NKO login splash screen
4. Enter your username and password and then click 'Log In'
5. You will automatically arrive at the NKO Optometry Home



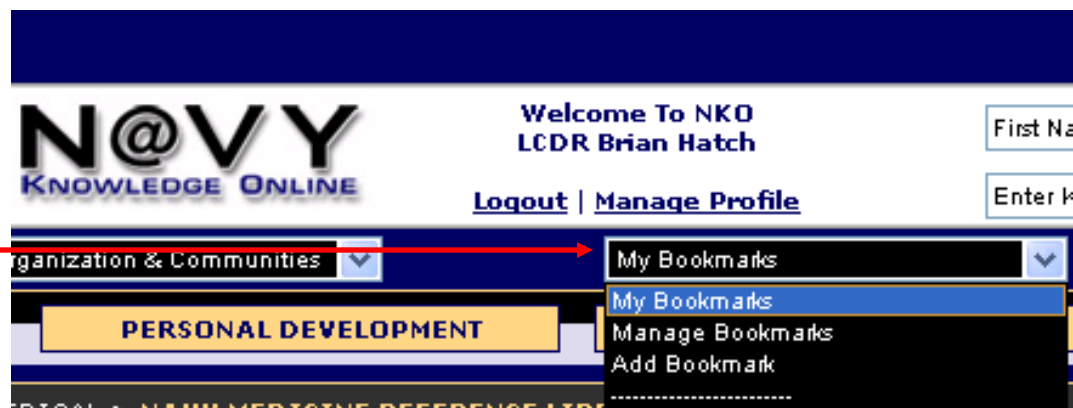


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- ✦ Adding a favorite to your browser will work great, but only when you are using that workstation. A very good secondary method allows you to bookmark within NKO itself. Setting up the internal NKO bookmarks will allow you to find the NKO pages you bookmark regardless of what computer you use to access NKO. It is also easier to navigate between NKO pages this way once you are logged in.

- ✦ While on the NKO Navy Optometry Home Page, click the 'My Bookmarks' dropdown and choose 'Add Bookmark'. You can use the 'Manage Bookmarks' tool to remove unused bookmarks.



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- ▶ Medical Service Corps
 - ▼ Optometry
 - CAPT Engle's Desk
 - Directory - Clinic Locations
 - Professional Development
 - Clinical - Patient Care
 - Clinical - Administration
 - Aviation Optometry
 - Refractive Surgery
 - Operational Optometry
 - Vision Readiness
 - Extern - Student Center

- ✦ Anytime you are on one of the NKO Optometry Pages there will be the left navigation available to select the various pages.
- ✦ Likewise, you make use the horizontal sitemap to remember where you are in NKO Hierarchy. Clicking on any of the headers will take you back to that location. For example if you clicked here, it would take you back to the Optometry Home Page.

MEDICAL > MEDICAL SERVICE CORPS > OPTOMETRY > **PROFESSIONAL DEVELOPMENT**

FAAO - Board Certifying Process

AMERICAN ACADEMY - OPTOMETRY

1. Pre-reads
 - What is it and who is eligible
 - Authorizing NAVADMIN
2. Complete AAO Written Requirements
 - AAO Instructions & Forms for Becoming a Fellow

❖ If you haven't already taken a course via NKO e-Learning you will soon.
E-Learning is easily accessed from the NKO Home Page

❖ The Electronic Training Jacket is a back door one-stop-shop to several BUPERS databases. If properly set-up, it will auto-login and grant you access to most elements of your officer training record.

▼

NKO Home

LEARNING

- Navy e-Learning
- ❖ [Electronic Training Jacket](#)
- ❖ SMART Transcripts
- ❖ Navy College Office

NTMPS
Navy Training Management and Planning System

Officer

Admin Data

NOBC's

Education

Language Skills

AQDs/Sub-Specs

Quals/Certs

Awards

Training

Career History

IBFT Training

Print Jacket

Logoff

Within the Electronic Training Jacket you can track:

- Education
- Qualifications and Certifications
- Awards and
- Military Specific Training...



For Official Use Only - Contains Privacy Act Data

| | | My Messages | NKO Library | NKO IM | Admin Tools |
|---|--|---|----------------|--------------------------|----------------|
| <input type="text" value="First Name"/> | <input type="text" value="Last Name"/> | <input type="button" value="Search White Pages"/> | | Advanced | |
| <input type="text" value="Enter Keyword Here"/> | | <input type="button" value="Search Site"/> | | Advanced | |

- ✦ The NKO White Pages is a great way to search for other NKO users.
- ✦ Additionally, the Search Site function has recently been expanded to search beyond NKO Library files.
- ✦ Try the advanced features to refine your searches

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[NKO Home](#) | [Help](#) | [About NKO](#) | [Feedback](#)

:: Learn About NKO

Do you have questions about:

- How to use NKO?
- Where to find NKO resources?
- Suggestions you'd like to voice?

There are several options available to you:

Submit Feedback through the [Email Feedback](#) link.

View the Tutorial (Guides) for New NKO Users.

- Review the various help files below:

1. Chat Tutorial V2.0
2. Instant Messaging Tutorial V2.0
3. Phase II NKO 3 Minute Tutorial V2.0
4. Phase II NKO Library Tutorial V2.0
5. Phase II NKO Knowledge Center Tutorial V2.0
6. Phase II NKO Search Site Tutorial V2.0
7. Phase II NKO Search White Pages Tutorial V2.0
8. Phase II NKO Threaded Discussions Tutorial V2.0
9. Sea Warrior (NKO) Administrators Responsibility V2.1
10. Sea Warrior (NKO) Maintaining Gears Guide V2.2
11. Phase II NKO Administrators Guide V2.0 Maintaining Groups
12. Sea Warrior (NKO) Maintaining Library Guide V2.1
13. Phase II NKO Administrators Guide V2.0 Administrator Tools
14. Sea Warrior (NKO) Maintaining Pages Guide V2.1
15. Sea Warrior (NKO) Global Navigation Tutorial V1.0

✦ For more in depth info on using NKO simply click on the 'About NKO' link on the upper right side of any NKO screen.

✦ Navy Optometrist selected to become page administrators should also use the resources on the 'About NKO' Page located in the Learn About NKO gear to familiarize themselves with the admin process.

✦ NKO also offers Sea Warrior NKO Admin Training Courses for those ask to administrate pages.

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This tutorial has presented the basic steps to:

- Maintain your NKO Profile
 - Select your primary community
 - Manage your NKO Messages
 - Select your NKO Notification Settings
 - Setup your NKO Library
 - Navigate the NKO Optometry Pages
 - Utilize NKO e-Learning, White Pages and Search
 - Receive additional NKO Training
-

Remember the NKO Helpdesk is there to help!!!

- 877-253-7122 option 2 nlh.helpdesk@netc.navy.mil

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